

INSTRUCTIONS FOR ASSIGNING STANDARDIZED JOB CODES TO EMPLOYEES

The following department codes and occupation types have been developed in an effort to standardize job titles and prepare for electronic filing of Employee Reports.

DEPARTMENT CODE

(01) Finance/Purchasing/Accounting
(02) Affiliate
(03) Baccarat
(04) Bingo
(05) Board of Directors
(06) Cage
(07) Casino
(08) Corporation
(09) Credit/Collections
(10) Entertainment
(11) Food/Beverage/Catering
(12) Hotel/Facilities/Engineering
(13) Data Processing/Electronic Services
(14) Internal Audit
(15) Keno
(16) Owner/Stockholder
(17) Parent
(18) Personnel/Human Resources
(19) Pit
(20) Poker
(21) Race/Sports/Pari-Mutuel
(22) Sales/Marketing/Advertising/Public Relations/Host
(23) Security
(24) Slots
(25) Surveillance

OCCUPATION TYPE

(10) Administrator
(15) Clerical
(20) Director
(25) Manager
(30) Officer
(35) President
(40) Staff
(45) Supervisor
(50) Technical
(55) Treasurer
(60) Vice President

Assign a department code and occupation type to each individual. They are designed to be generic in order to reduce the number of variations in job titles reported. Examples of how to classify an employee are as follows:

2240 Casino Host/Slot Host
0745 Floor Supervisor
2440 Slot Technician

2345 Security Supervisor
2525 Surveillance Manager
1945 Games Supervisor

Use the most appropriate job code, remembering to keep things generic.